

GOVERNMENT OF THE DISTRICT OF COLUMBIA



MEMORANDUM

TO: Adrian M. Fenty, Mayor
Dan Tangherlini, City Administrator

FROM: Kevin Donahue, CapStat Director

DATE: October 17, 2007

SUBJECT: Action Items from Emergency Evacuation CapStat Session 10.16.07

On October 16, 2007, Mayor Adrian M. Fenty conducted a **CapStat Accountability Session on emergency evacuation planning**. This memo identifies specific action items committed to during the session.

Homeland Security and Emergency Management Agency

1. Conduct focus groups about brochure effectiveness. Incorporate the following:
 - Number the emergency kit inventory items.
 - Clearly state the “big 3” items.
 - Offer separate checklist in magnet form.**(Deadline: November 16, 2007)**
2. Develop online, mobile evacuation plans that can be emailed to individuals, schools, other entities.
(Jointly with: OCTO. Deadline: November 16, 2007)
3. Evaluate and recommend adjustments to all District evacuation and shelter plans.
(Deadline: January 16, 2008, if all agencies fully participate)
4. Communicate evacuation plans and procedures to employees in government buildings; what they need to do in case of different emergencies.
 - Include assessment of preparedness of schools and buildings with special needs populations.Responsible party: HSEMA.
(Deadline: Initiate immediately)
5. Review communication of clear protocol for notification of leadership, key personnel, staff and public of key information. **(Deadline: Immediate)**
6. Adjust the web site, 72hours.dc.gov, to highlight the most critical information. **(Jointly with: OCTO. Deadline: October 19, 2007)**
7. Build in a personalized information component to 72hours.dc.gov
(Jointly with: OCTO. Deadline: Initiate November 16, 2007)

District Department of Transportation

8. Propose options regarding adjustments to emergency/event evacuation signs.
(Jointly with: HSEMA. Deadline: October 24, 2007)

Anticipated follow-up CapStat: To be determined.
Review status on or around November 16, 2007.